

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, FBIS

DATE: 21 November 1957

FROM : Chief, East Coast Bureau

SUBJECT: Letter of Instruction Format

REF : Memo to All Bureau Chiefs from Chief, FBIS dated 13 November 1957,
subject as above.

1. This Bureau is satisfied with the present system of presenting the Letter of Instruction in classified and unclassified parts. Such a division enables us to pass to the two provisionally cleared monitors on duty at ECB direct comment from Headquarters which will help them to improve their work. The advantage of this probably is psychological more than anything else as it gives these monitors reassurance that Headquarters is aware of their existence and of their contributions to the Bureau's operations.

2. With regard to the selection, presentation or distribution of materials in the Letter, some concern has been expressed by the Engineering and Technical members of the staff that they do not receive as much recognition in the Letter as do the Editors, Monitors or Administrative Officers. Specifically, they would like to see more information about the projects, tests and other activities being carried out by the Engineering and Technical staffs at Headquarters and in other Bureaus.

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